



DICK'S
TEAM
SPORTS
HQ

AFFINITY
SPORTS

TEAM ADMIN HANDBOOK

**THIS GUIDE WILL PROVIDE NAVIGATION INSTRUCTIONS OF THE
AFFINITY SPORTS SYSTEM, FOR TEAM MANAGERS/COACHES.**

TABLE OF CONTENTS

My Account Navigation

- 1.1. Login
- 1.2. Duplicates
- 1.3. Missing players / children from account
- 1.4. Add picture
- 1.5. Personal Info
- 1.6. Teams
 - 1.6.1. Team Info
 - 1.6.2. Apply to Tournament
- 1.7. Tournament & Schedule Applications
 - 1.7.1. View Tourn. App. (Tournament Application)
 - 1.7.2. Schedules/Game Scoring
- 1.8. My Account
 - 1.8.1. Other tabs
 - 1.8.2. Return to My Account

Completing Team Set-Up

- 2.1. Upload Player Photos
- 2.2. Upload Player Birth Certificates
- 2.3. Enter Jersey Numbers

Team Roster Management

- 3.1. Set Active Players
- 3.2. Add Club Pass Players
- 3.3. Sync Roster to the Schedule
- 3.4. Print Game Day Roster
- 3.5. Access Digital Player Passes in Mobile App

Scheduling

- 4.1. Access Schedule
- 4.2. Reschedules During Open Rescheduling Period
- 4.3. Reschedules for "Act of God" events

Game Scoring

- 5.1. Score Game from Mobile Device
- 5.2. Score Game from Desktop

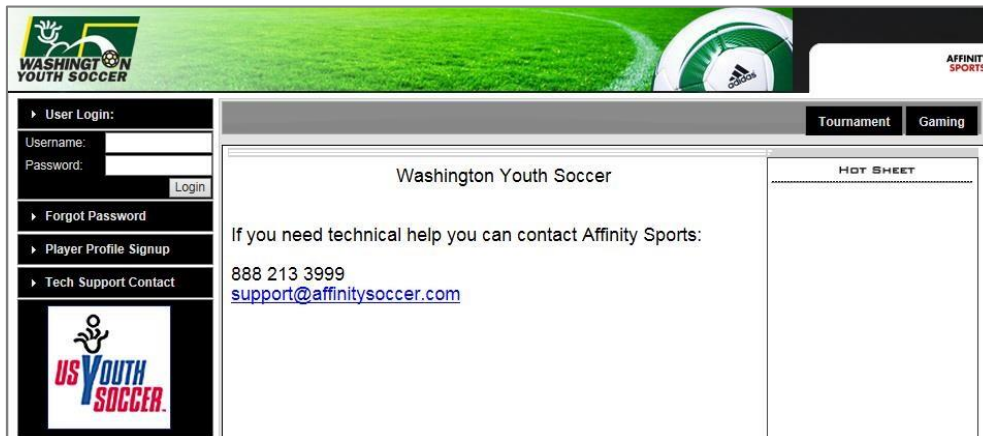
Background Check Instructions

My Account Navigation

1.1. Login

To access Affinity Sports, go to your club's dedicated link or go to: <http://wys.affinitysoccer.com>.

Click the **user login** located in the upper left corner of your screen. Enter your username and password.



1.2. Duplicates

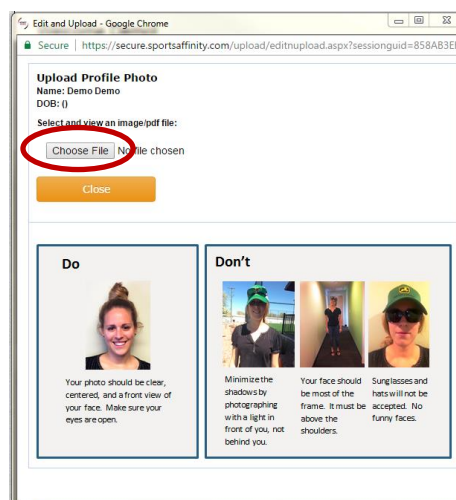
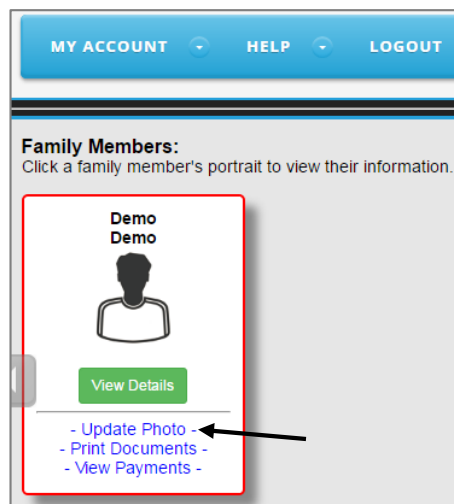
Did you receive a system error that you have a duplicate account(s)? Please contact Affinity Sports' Support Team at (888) 213-3999 to have the accounts merged together.

1.3. Missing players / children from account

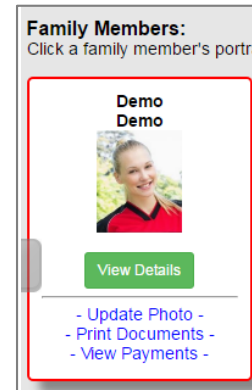
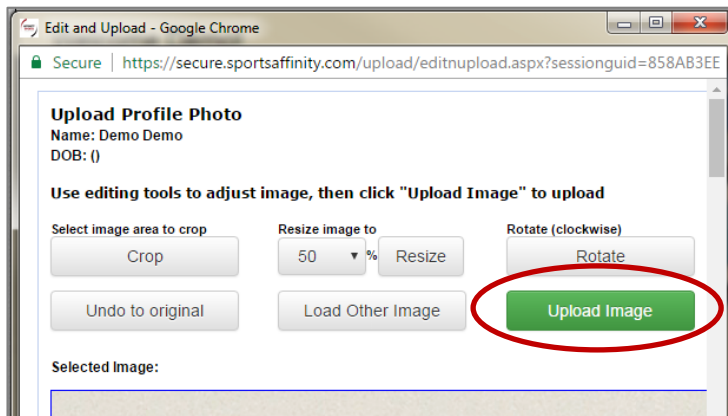
If you or any of your parents do not see all of their children on their account, please contact Affinity Sports' Support Team at (888) 213-3999 for further assistance.

1.4. Add picture

Once logged in, the first thing you will see is your personal dashboard. To add a picture, use the **Update Photo** link. A pop-window will appear. Click the **Choose File** button.



Select the photo you would like to use from your device. Crop or reduce the image size if needed, once complete, click **Upload Image**.



Your profile photo will then be updated. This process can be repeated for all family members.
*Once a picture has been uploaded, only a registrar can delete it.

1.5. Personal Info

Below your photo, there are a set of tabs; Use the **Personal Info** tab to update your information.

Personal Info	Applications	Details	Certificates	Teams	Events	Referee Schedules
First Name: <input type="text" value="Demo"/> Alias (Nickname): <input type="text"/> Middle Initial: <input type="text"/> Last Name: <input type="text" value="Demo"/> Suffix: <input type="text" value="--Select Suffix--"/> Relationship: <input type="text" value="N/A"/> Gender: <input type="text" value="--Select--"/>	Address 1: <input type="text" value="update"/> Address 2: <input type="text"/> City: <input type="text" value="1"/> State: <input type="text" value="MN"/> Zip Code: <input type="text" value="11111"/> Home Phone: <input type="text" value="611 2221111"/> Work Phone: <input type="text"/> Cell Phone: <input type="text"/> Email Address: <input type="text"/>					<input type="button" value="Update"/>

1.6. Teams

Use the **Teams** tab to see the team(s) that you are assigned/rostered to. If you do not see any teams listed in this area, your registrar will need to add you to a team.

Personal Info	Applications	Details	Certificates	Teams	Events	Referee Schedules												
<div style="display: flex; justify-content: space-between;"> Teams Tournament & Schedule Apps. </div> <table border="1"> <thead> <tr> <th>Team</th> <th>Team Id</th> <th>Season</th> <th>View</th> </tr> </thead> <tbody> <tr> <td>Royal Pains</td> <td>00001-0011G14-0186</td> <td>Spring 2017</td> <td> Team Info Apply to Tournament </td> </tr> <tr> <td>Sweet Cleats</td> <td>00001-0011G14-0185</td> <td>Spring 2017</td> <td> Team Info Apply to Tournament </td> </tr> </tbody> </table>							Team	Team Id	Season	View	Royal Pains	00001-0011G14-0186	Spring 2017	Team Info Apply to Tournament	Sweet Cleats	00001-0011G14-0185	Spring 2017	Team Info Apply to Tournament
Team	Team Id	Season	View															
Royal Pains	00001-0011G14-0186	Spring 2017	Team Info Apply to Tournament															
Sweet Cleats	00001-0011G14-0185	Spring 2017	Team Info Apply to Tournament															

1.6.1. Team Info

The **Team Info** link for each team will take you to that specific team's roster.

Royal Pains
00001-0011G14-0186

Team Details | **Team Roster** | Travel Roster | Tournament | Website

Administrators

Select	PC	Admin ID	SEC #	Administrator	Name	Lic. Level	Risk Status	Expires
<input type="checkbox"/>	0	45297-125487		Head Coach	Triton, King	D	Approved	10/24/2018
<input type="checkbox"/>	0	30639-873975		Assistant Coach	Test, Kimberly M	D	Expired	12/31/2016

Team Assignment Codes
2 administrators

Players

Select	PC	Player ID	SEC #	Player	DOB	Dt Reg./Acpt.	Roster Date	Transfer Date	MEDIA	PAID	ACCEPTED	AGE/LEGAL
<input type="checkbox"/>	0	43583-314022		Agoarsdotter, Anna	12/2/2002	7/12/2016	12/14/2016		P	IO	X	✓
<input type="checkbox"/>	0	94224-691235		Agoarsdotter, Elsa	11/2/2002	7/12/2016	12/14/2016		P	I	X	✓
<input type="checkbox"/>	0	23830-365897		Demo, Grace	2/6/2002	7/7/2016	9/15/2016		P	IO	✓	✓

1.6.2. Apply to Tournament

Use the **Apply to Tournament** link to take you to the tournament tab for your team. From there you can apply to tournaments and leagues that use Affinity Sports as their registration system.

Personal Info | Applications | Details | Certificates | **Teams** | Events | Referee Schedules

Teams | **Tournament & Schedule Apps.**

Team	Team Id	Season	View
Royal Pains	00001-0011G14-0186	Spring 2017	Team Info Apply to Tournament
Sweet Cleats	00001-0011G14-0185	Spring 2017	Team Info Apply to Tournament

1.7. Tournament & Schedule Applications

Use the **Tournament & Schedule Apps.** tab to access information regarding your team's schedule and roster for a specific tournament or league; click the **View Tourn. App.** link to review your application for that specific tournament.

Teams | **Tournament & Schedule Apps.**

Team (and Team ID)	Tournament / Schedule	Status	Submitted On	View
Royal Pains 00001-0011G14-0186	Demo Tournament	Final		View Tourn. App. Schedules/Game Scoring
Royal Pains 00001-0011G14-0186	Demo Tournament	Final	12-14-2016	View Tourn. App. Schedules/Game Scoring
Royal Pains 00001-0011G14-0186	2017 Minnesota State Cup	New		View Tourn. App.

1.7.1. Schedules/Game Scoring

When applicable, the **Tournament & Schedule Apps** tab will also list any pertinent **Game Schedules**.

Team (and Team ID)	Tournament / Schedule	Status	Submitted On	View
Royal Pains 00001-0011G14-0186	Demo Tournament	Final		View Tourn. App. Schedules/Game Scoring
Royal Pains 00001-0011G14-0186	Demo Tournament	Final	12-14-2016	View Tourn. App. Schedules/Game Scoring
Royal Pains 00001-0011G14-0186	2017 Minnesota State Cup	New		View Tourn. App. Schedules/Game Scoring

When you click on the **Schedules/Game Scoring** link, your team's specific schedule will appear. This is where you will access your game roster and where scores and statistics are entered.

1.8. My Account

Your **My Account** screen will show all family members associated with your account. To change your email address, username or password, click the **Update Account Info** link from the My Account menu.

You may also click on **My Account** in the upper right corner from anywhere to return to this screen.

Welcome Andrea! My Account

WASHINGTON YOUTH SOCCER

MY ACCOUNT | HELP | LOGOUT

- Update Account Info
- Consolidate Logins
- Add More Family Members
- Register Family Members
- Set Up Text Alerts
- Message Center
- Game Schedules
- Head Coach Games
- Event / Class Lookup
- Player Lookup

Family Members:

- Jami Test: View Details, Update Photo, Print Documents, View Payments
- Sarah Test: View Details, Update Photo, Print Documents, View Payments
- Chris Test: View Details, Update Photo, Print Documents, View Payments
- Will Test: View Details, Update Photo, Print Documents, View Payments

Navigation: Home | My Account | My Account Details | Certificates | Teams | Events | Referee Schedules

A pop-up window will appear; simply enter the information you would like to change, and click **Save**.

Change Username, Email, or Password

Change Email Address

Current Email Address:

Enter your new email address below:

Confirm new email address:

[Save](#)

Change Username

Current Username:

Enter your new username below:

Confirm new username:

[Save](#)

Change Password

Current Password:

Enter your new password below:

Confirm new password:

[Save](#)

1.8.1. Other My Account Tabs

Your **My Account** screen will also show an **Applications, Details, Certificates, Events, and Referee Schedules** tabs.

The **Applications** tab shows any/all applications you have completed and if applicable, is also where you can view/print your receipt and any forms or legal agreements associated with your application.

Season	Organization	Risk Status	Expire Date	Team Options	Print
Spring 2017	Demo	Approved	10/24/2018	N/A	No documents to print.
Fall 2016	TOPSoccer East - 01	Approved	10/24/2018	Join a Team	No documents to print.
Fall 2016	Background Check	Approved	10/24/2018	N/A	Receipt & Forms Legal Agreement

1.8.2. Return to My Account

Anytime you need to return to your **My Account** screen, click on the **My Account** button, located in the top right hand corner of every screen.



Completing Team Set-Up

2.1. Upload Player Photos

To upload player photos, you will need to access your **Team Roster**, through the **Team Info** link (See Section 1.6.1)

Teams / Find, Edit, Delete a Team Lookup Team 1 of 1

Demo Club 2 - BU12 test
DD02-002CB07-0002

Team Details
Team Roster
Tournament Roster
Tournament
Website

Administrators

Select	PC	Admin ID	SEC #	Administrator	Name	Lic. Level	Risk Status	Expires
<input type="checkbox"/>		0	22278-161857	Head Coach	Test, Coach		Approved	2/8/2018

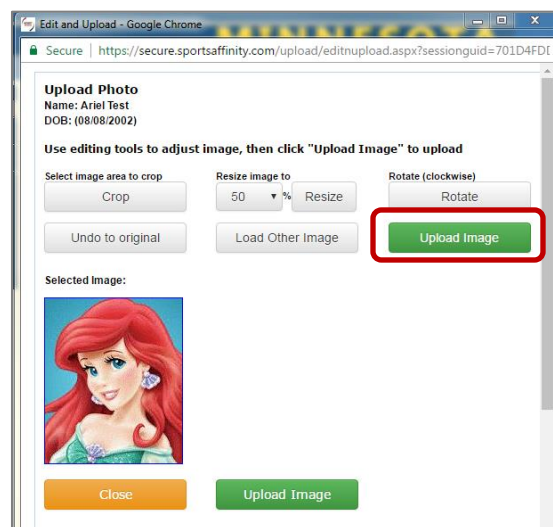
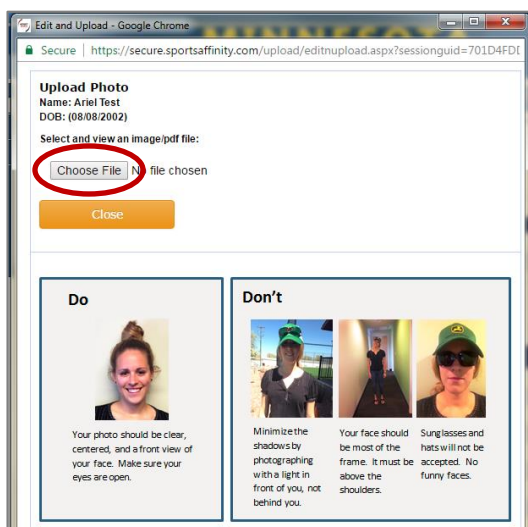
+ Team Assignment Codes
1 administrators

Players

Select	PC	Player ID	SEC #	Player	DOB	Dt Reg./Acpt.	Roster Date	Transfer Date	MEDIA
<input type="checkbox"/>		0		16995-048104	Test, Test	1/1/2010	6/7/2017	6/7/2017	

+ Team Assignment Codes
1 players

Click the players empty photo icon, a pop-up window will appear; click the **Choose File** button.



Select the photo you would like to use from your computer. Crop or reduce the image size if needed, once complete, click **Upload Image**. *Please note: Once a player's photo has been uploaded, only your Club Registrar can delete/change the photo.*

2.2. Upload Player Birth Certificates

To upload a player's birth certificate, return to the **Team Roster** tab.

Players									
<input type="checkbox"/> Select	PC	Player ID	SEC #	Player	DOB	Dt Reg./Acpt.	Roster Date	Transfer Date	MEDIA
<input type="checkbox"/>		0		Test, Ezequiel	7/15/2010	7/3/2017	7/3/2017		
<input type="checkbox"/>		0		Test, Test	1/1/2010	6/7/2017	6/7/2017		
<input type="checkbox"/>		0		Test, Will	3/10/2010	7/3/2017	7/3/2017		

Players without a (B) icon, do not have a birth certificate on file. To upload a player's birth certificate, click on the player's name or Player ID Number.

The player's profile will appear. Click on the **Click to upload BC** icon located beside the player's photo.

Test Test 16995-048104

Demo District Demo Club 2 Demo Club 2 Play level: Competitive Age group: Under 07

Player Information
Preferences
Applications
Transfer
Parents
Disciplinary
Events

Click to upload photo

Click to upload BC

Legal First Name* Middle / Initial Legal Last Name* Suffix

Test Test Test

Alias / NickName Height Weight GPA

School Name Grade Player Rank Graduation Year

Birth Month* Day* Year* Gender* Age Group:

January 1 2010 Boys Under 07

Calendar Age: 7 Seasonal Age: 6

A pop-up window will appear; click the **Choose File** button.

Upload Birth Certificate

Name: Cinderella Test
DOB: (01/01/2003)

Select and view an image/pdf file:

Choose File No file chosen

Close

Do

The birth certificate should be centered and clear with all text legible.

Don't

Make sure photos are not blurry, over exposed, or cut off.

If photo or PDF is scanned, the text should be legible and not blurry.

Please be sure the exposure is reading text in mind. An over exposed doc isn't legible.


The doc should be centered so all vital info is in frame and viewable.

Select the image of the birth certificate from your computer. Crop or reduce the image size if needed, once complete, click **Upload Image**.

Edit Player

Test Test 16995-048104
 Demo District Demo Club 2 Demo Club 2 Play level: Competitive Age group: Under 07

Player Information
Preferences
Applications
Transfer
Parents
Disciplinary
Events



Click to upload photo

Legal First Name*	Middle / Initial	Legal Last Name*	Suffix
Test		Test	
Alias / NickName	Height	Weight	GPA
	ft. in.	lbs.	
School Name	Grade	Player Rank	Graduation Year
Birth Month*	Day*	Year*	Gender*
January	1	2010	Boys
Calendar Age: 7		Seasonal Age: 6	

Team
Team Number
 Demo Club 2
 DD02-002CB07-0002

Number of Prior Seasons Played:
 Uniform Size: SHIRT
 Uniform Size: SHORTS
 Uniform Size: SOCKS

Once complete, you can click the **Team Name** to return to the **Team Roster**, to upload additional birth certificates for additional players on the same team.

2.3. Enter Jersey Numbers

To enter jersey numbers for players, return to your **Team Roster** tab and click the **Edit Player Team Info** button, located at the bottom of the roster.

Team Details
Team Roster
Tournament Roster
Tournament
Website

Administrators

Select	PC	Admin ID	SEC #	Administrator	Name	Lic. Level	Risk Status	Expires
<input type="checkbox"/>		0	22278-161857	Head Coach	Test, Coach		Approved	2/8/2018

Team Assignment Codes
1 administrators

Players

Select	PC	Player ID	SEC # Player	DOB	Dt Reg./Acpt.	Roster Date	Transfer Date	MEDIA
<input type="checkbox"/>		0	17734-742294	Test, Ezequiel	7/15/2010	7/3/2017	7/3/2017	
<input type="checkbox"/>		0	16995-048104	Test, Test	1/1/2010	6/7/2017	6/7/2017	
<input type="checkbox"/>		0	81808-665131	Test, Will	3/10/2010	7/3/2017	7/3/2017	

Team Assignment Codes
3 players

Email Selected

Edit Player Team Info

Print Team Roster/Email

SMS Selected

Print Team Roster

Print Assignment Codes

Print Team Payments

Create Tournament Roster

Print Uniform Report

Enter all applicable information in the table below and click **Save Changes** when complete.

Demo Club 2
DD02-002CB07-0002

[Team Details](#)
[Team Roster](#)
[Tournament Roster](#)
[Tournament](#)
[Website](#)

Edit Player Jersey Numbers

Home Jrs#	Away Jrs#	Position	Grad Year	Player ID	Player	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/> ▼	<input type="text"/>	17734-742294	Test, Ezequiel	7/15/2010
<input type="text"/>	<input type="text"/>	<input type="text"/> ▼	<input type="text"/>	16995-048104	Test, Test	1/1/2010
<input type="text"/>	<input type="text"/>	<input type="text"/> ▼	<input type="text"/>	81808-665131	Test, Will	3/10/2010

3 players

Team Roster Management

3.1. Set Active Players

From your **My Account** dashboard, click the **Teams** tab, then the **Tournaments & Schedule Apps** tab.

Click on **View Tourn. App.** link to review the tournament application and click the **Player Roster** tab.

By deselecting a player under the **Active?** Column, that player will not appear on the appear on the Tournament/Game Day Roster.

Click the **Set Active Players** button to save changes.

Royal Pains - Girls U14
00001-0011G14-0186

[Team Info](#)
[Contacts](#)
[Player Roster](#)
[Disciplinary](#)
[Review](#)

Player Roster
TOUR_APPL_PLAYER_LIST1 - Content will be posted here

PLAYER ROSTER STATS										
registered	loaned	transferred	active	inactive	total					
6	0	0	5	1	6					
6 players defined of the 23 allowed										

Home Jrs#	Away Jrs#	Name	ID#	DOB	Gender	Player Status	Transfer Date	ODP Level	Active?	PlayerInfo	Developmental	SMS
		Test, Ariel	12602-280373	8/8/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	<input type="button" value="SMS"/>
07		Test, Belle	11073-895239	7/7/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	<input type="button" value="SMS"/>
7		Test, Cinderella	12899-573800	1/1/2003	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	<input type="button" value="SMS"/>
		Test, Ginger	93168-349669	2/2/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	<input type="button" value="SMS"/>
		Test, Jasmine	63844-611180	9/9/2003	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	<input type="button" value="SMS"/>
		Test, Jill	56078-947253	2/5/2003	Girl	Registered			<input type="checkbox"/>	Edit	Assign	<input type="button" value="SMS"/>

3.2. Add/Remove Club Pass Players

Click the **Add Club Pass Player** to add Club Pass players. System will follow all WA Youth Soccer rules.

Team Info | Contacts | **Player Roster** | Disciplinary | Review

Player Roster
TOUR_APPL_PLAYER_LIST1 - Content will be posted here

PLAYER ROSTER STATS					
registered	loaned	transferred	active	inactive	total
6	0	0	5	1	6

6 players defined of the 23 allowed

Home Jrs#	Away Jrs#	Name	ID#	DOB	Gender	Player Status	Transfer Date	ODP Level	Active?	PlayerInfo	Developmental	SMS
		Test, Ariel	12602-280373	8/8/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
07		Test, Belle	11073-895239	7/7/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
7		Test, Cinderella	12899-573800	1/1/2003	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Ginger	93168-349669	2/2/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Jasmine	63844-611180	9/9/2003	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Jill	56078-947253	2/5/2003	Girl	Registered			<input type="checkbox"/>	Edit	Assign	

Sync Roster | Print Page | Set Active Players | **Add Club Pass Player** | Edit Player Team Info | Continue >>

Search by either **last name, first name** OR **ID number** of player you want to add & click **Search**.

Drama Queens - Girls U14
00001-0011G12-0184

Team Info | Contacts | **Player Roster** | Disciplinary | Review

Add Club Pass Player to Roster
Player must be on another active team in the correct season from the same league or club and age appropriate for this team – League/Club

Search By: Last name, First Name | Search For: * | Search

IDNum	Player Name	DOB	Gender	Team	Teamcode	Club	Add
-------	-------------	-----	--------	------	----------	------	-----

Click the **Add to Roster** button to add player to tournament roster

Drama Queens - Girls U14
00001-0011G12-0184

Team Info | Contacts | **Player Roster** | Disciplinary | Review

Add Club Pass Player to Roster
Player must be on another active team in the correct season from the same league or club and age appropriate for this team – League/Club #00001 Demo Club

Search By: Last name, First Name | Search For: * | Search

test, rebecca

IDNum	Player Name	DOB	Gender	Team	Teamcode	Club	Add to Roster
13946-921816	Rebecca Test	03/09/2008	F	Cobras	00001-001RB08-0139	Demo	Add to Roster

<<< Back

Player will show up on Roster with a Player Status of **Club Pass**.

To add the jersey numbers for Club Pass Players click on **Edit Player Team Info**.

Player Roster
TOUR_APPL_PLAYER_LIST1 - Content will be posted here

PLAYER ROSTER STATS						
registered	loaned	transferred	clubpass	active	inactive	total
9	0	0	1	10	0	10
10 players defined of the 23 allowed						

Home Jrs#	Away Jrs#	Name	ID#	DOB	Gender	Player Status	Transfer Date	ODP Level	Active?	PlayerInfo	Developmental	SMS
		Agoarsdotter, Anna	43583-314022	12/2/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Agoarsdotter, Elsa	94224-691235	11/2/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Demo, Grace	23830-365897	2/6/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Ariel	12602-280373	8/8/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Belle	11073-895239	7/7/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Cinderella	12899-573800	1/1/2003	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Grace	61015-553166	2/2/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Jasmine	63844-611180	9/9/2003	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Jill	56078-947253	2/5/2003	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Rebecca	13946-921816	3/9/2008	Girl	Club Pass			<input checked="" type="checkbox"/>	Edit Remove		

Sync Roster Print Page Set Active Players Add Club Pass Player Edit Player Team Info

⊖ = Disciplinary Problem
⊖ = Transferred
⊖ = Player is ineligible for this tournament

Players Clubpass List						
Name	ID#	CP Team	CP TeamCode	CP By Who	CP Datetime	CP Tournament
Test, Rebecca	13946-921816	Drama Queens	00001-0011G12-0184	Nicolli Test	1/27/2017 5:47:24 PM	Demo Tournament

To remove a Club Pass player from the Roster, click the **Remove** link under the **Player Info** column across from the Player's name.

Home Jrs#	Away Jrs#	Name	ID#	DOB	Gender	Player Status	Transfer Date	ODP Level	Active?	PlayerInfo	Developmental	SMS
		Agoarsdotter, Anna	43583-314022	12/2/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Agoarsdotter, Elsa	94224-691235	11/2/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Demo, Grace	23830-365897	2/6/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Ariel	12602-280373	8/8/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Belle	11073-895239	7/7/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Cinderella	12899-573800	1/1/2003	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Grace	61015-553166	2/2/2002	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Jasmine	63844-611180	9/9/2003	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Jill	56078-947253	2/5/2003	Girl	Registered			<input checked="" type="checkbox"/>	Edit	Assign	
		Test, Rebecca	13946-921816	3/9/2008	Girl	Club Pass			<input checked="" type="checkbox"/>	Edit Remove		

Sync Roster Print Page Set Active Players Add Club Pass Player Edit Player Team Info

3.3. Sync Roster to the Schedule

If any changes are made to your team roster under the leagues & teams section of our system you may click the **Sync Roster** button to update game day and tournament rosters/schedules.

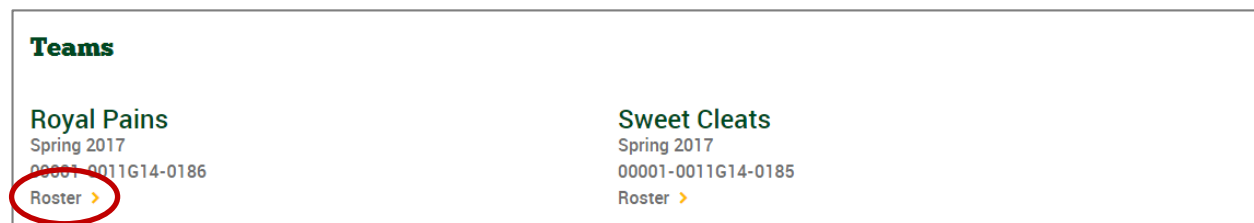
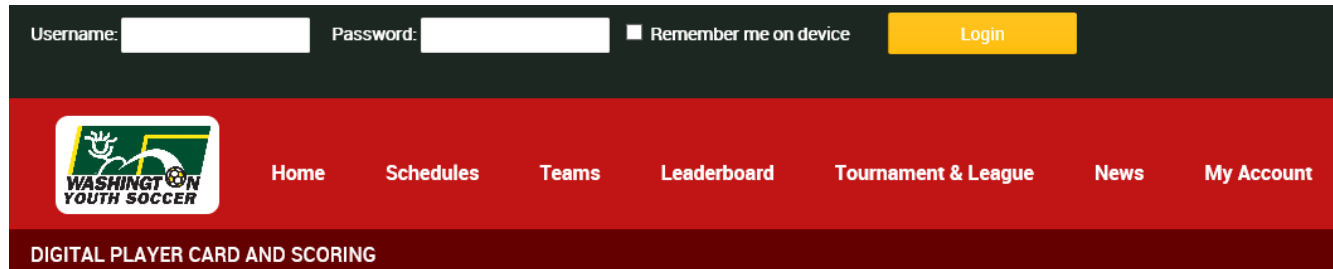
3.4. Game Day Roster

For Tournaments that allow Game Day Rosters. Game day rosters are printed directly from your game schedule; please see Section 4.1.

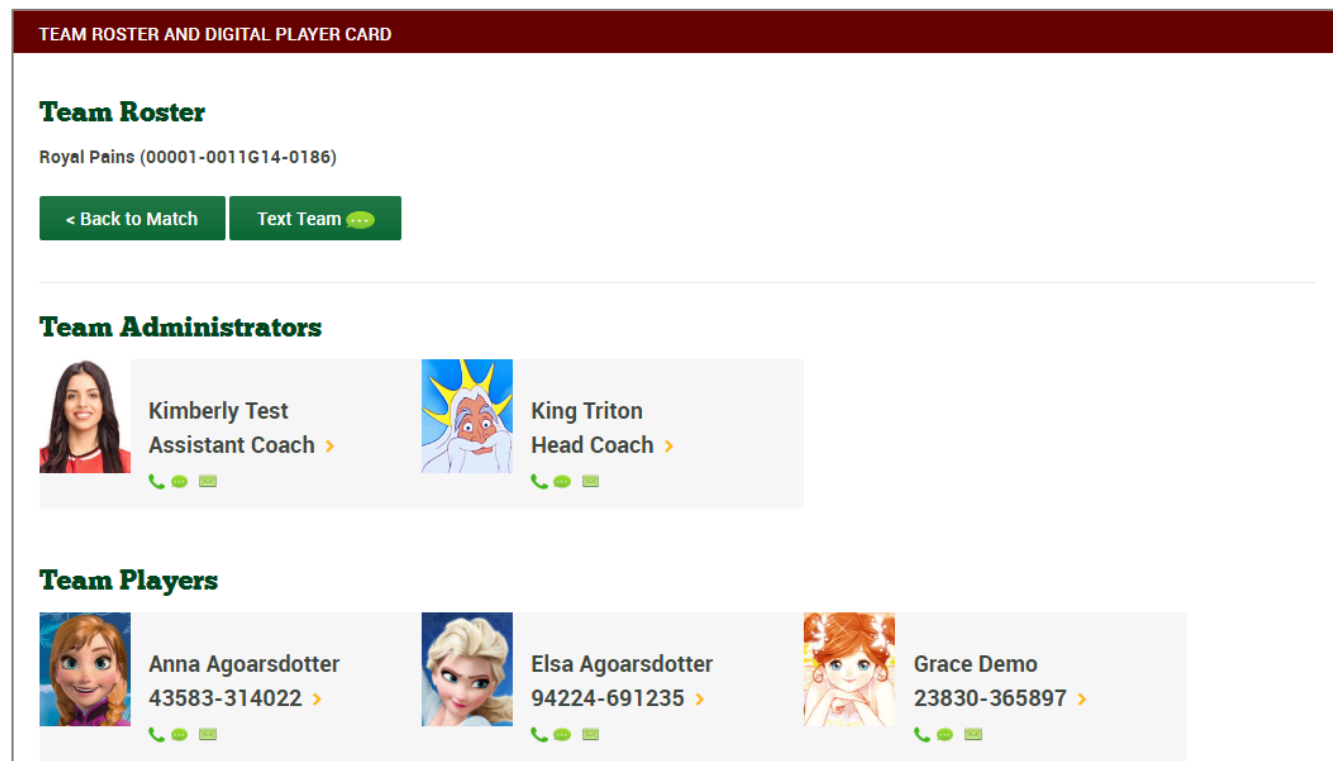
3.5. Access Digital Player Passes in Mobile App

Click the following link to access the portal: <http://wys.affinitysoccer.com/m/pass/index.aspx>.

Enter your username and password and click the **Login** button.



Click the **Roster** link and your entire team will appear.



Click any member of your team and their Digital Playing Card will open:

You may change the jersey number up until the point of check in.

You may club-pass your player from within the web app.

Use the navigation buttons as needed.

Scheduling

4.1. Access Schedule

To access your game schedule, you will need to login to your **My Account** screen. Click **Teams Tab**, Select **Schedules/Game Scoring**

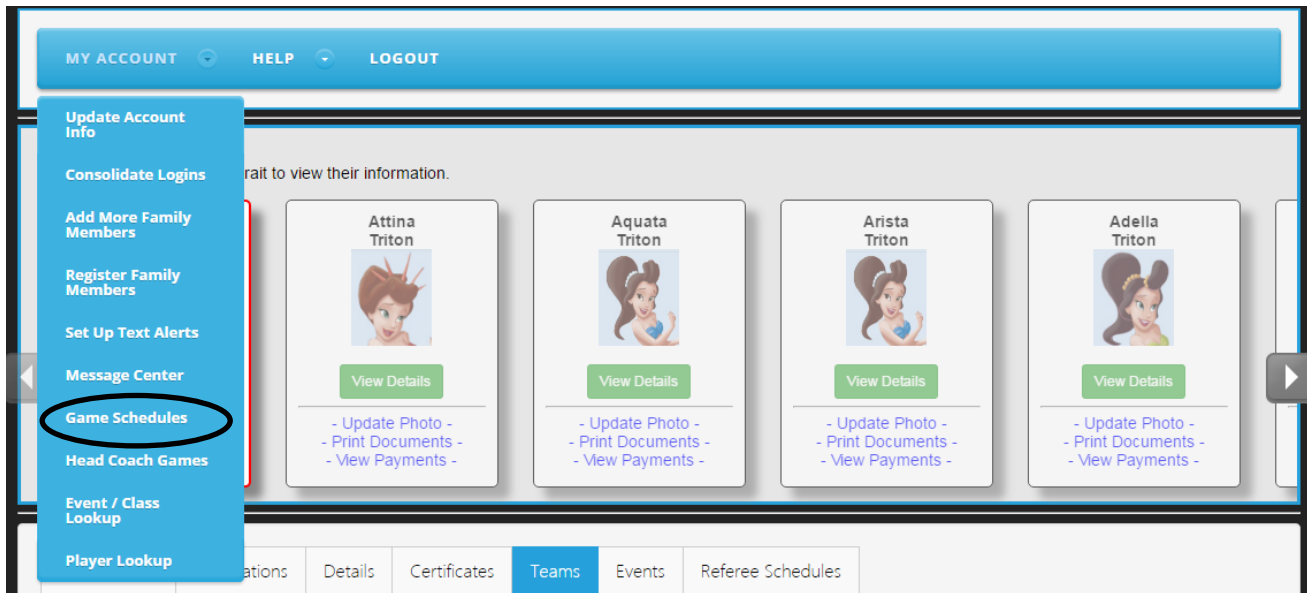
Team (and Team ID)	Tournament / Schedule	Status	Submitted On	View
Avengers DD01-001CB17-1045	RCL DEMO	Final	01-19-2017	View Team App
Test Team 2 DD01-001CG15-0003	RCL DEMO	New	04-18-2013	View Team App Schedules/Game Scoring

Click on your team name, to see just your team schedule.

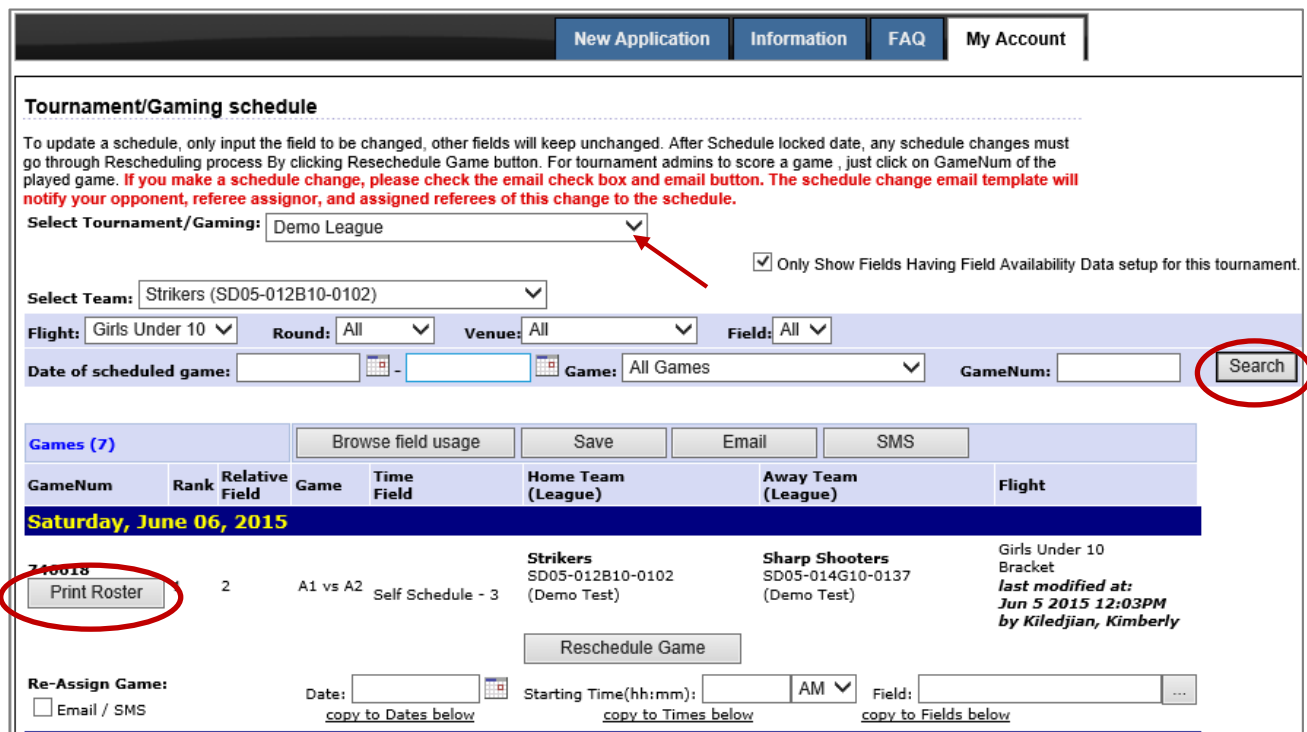
Club Info	Group D	1	2	3	4	5	6	Total Points	Ylw	Red
D1	FUS09GGLD1								0	0
D2	Park Valley - GU9								0	0
D3	ESC U9 Girls Gold Powers								0	0
D4	ESC U9 Girls Gold Claussen								0	0
D5	Tonka United - GU9								0	0
D6	Tonka United - GU9								0	0

Game#	Group	Home Team	Score	Away Team	Score	Referee Performance
404317	D4 vs D5	ESC U9 Girls Gold Claussen		vs.	Tonka United - GU9	Rate

Option 2: The alternate way to access your game schedule, you will need to login to your My Account screen. Select **Game Schedules** through the My Account drop down menu.



Select desired League Schedule or Tournament from the drop down box; Click the **Search** button.



This is also where you will go to **Print Your Game Roster**. The **Print Roster** button will be available 4 days prior to each game.

To contact the opposing team click on the team name in the screen shot above and a pop-up window will appear with the contact information.

4.2. Reschedules During Open Rescheduling Period

Click the **Reschedule Game** button to submit a request during the open rescheduling period.

Bracket - Saturday, September 10, 2016							
Game#	Group	Home Team	Score		Away Team	Score	Referee Performance
404317	D4 vs D5	ESC U9 Girls Gold Claussen		vs.	Tonka United - GU9		Rate
						Reschedule Game	

A pop-up window will appear; Enter the desired reschedule information; Click the **Send Request** button.

Game Reschedule

Current Game Information			
Game #:	404317	Type:	Bracket
Flight:	G09 Gold	Desc:	D4 vs D5
Home:	ESC U9 Girls Gold Claussen	Away:	Tonka United - GU9
Original Schedule			
Date:	9/10/2016	Time:	02:00 PM
Venue:	Creek Valley School	Field No:	02
New Requested Reschedule			
Date:	9/10/2016	Time:	02:00 AM
Reschedule to the same as or prior to 9/10/2016			
Venue:	Creek Valley School	Field No:	02
Reason:	Self Schedule		
Comments:			
Send Request		Back	

Under option 2 for rescheduling: click the **Reschedule Game** button to submit a request during the open rescheduling period.

Select Tournament/Gaming: Demo League Only Show Fields Having Field Availability Data setup for this tournament.

Select Team: Strikers (SD05-012B10-0102)

Flight: Girls Under 10 Round: All Venue: All Field: All

Date of scheduled game: - Game: All Games GameNum: Search

GameNum	Rank	Relative Field	Game	Time Field	Home Team (League)	Away Team (League)	Flight
Saturday, June 06, 2015							
746618	1	2	A1 vs A2	Self Schedule - 3	Strikers SD05-012B10-0102 (Demo Test)	Sharp Shooters SD05-014G10-0137 (Demo Test)	Girls Under 10 Bracket <i>last modified at: Jun 5 2015 12:03PM by Kiledjian, Kimberly</i>
				Reschedule Game			

Re-Assign Game:
 Email / SMS
 Date: Starting Time(hh:mm): AM Field:

copy to Dates below copy to Times below copy to Fields below

A pop-up window will appear; Enter the desired reschedule information; Click the **Send Request** button.

Game Reschedule

Current Game Information			
Game #:	746618	Type:	Bracket
Flight:	Girls Under 10	Desc:	A1 vs A2
Home:	Strikers	Away:	Sharp Shooters
Original Schedule			
Date:	6/6/2015	Time:	07:00 AM
Venue:	Self Schedule	Field No:	3
New Requested Reschedule			
Date:	8/8/2015	Time:	09:00 AM
Venue:	Archbold	Field No:	1
Reason:	Other		
Comments:	<div style="border: 1px solid gray; padding: 2px; min-height: 20px;"> SS </div>		
<input type="button" value="Send Request"/> <input type="button" value="Close"/>			

Once submitted, you will see "Reschedule in Progress" in red on the schedule.

Games (6)							
GameNum	Rank	Relative Field	Game	Time Field	Home Team (League)	Away Team (League)	Flight
Saturday, June 06, 2015							
746618	1	2	A1 vs A2	Self Schedule - 3	Strikers SD05-012B10-0102 (Demo Test)	Sharp Shooters SD05-014G10-0137 (Demo Test)	Girls Under 10 Bracket <i>last modified at: Jun 5 2015 12:03PM by Kiledjian, Kimberly</i>
<input type="button" value="Print Roster"/>		Reschedule in progress.			<input type="button" value="View Rescheduling"/>		
Re-Assign Game: <input type="checkbox"/> Email / SMS Date: <input type="text"/> <input type="button" value="..."/> Starting Time(hh:mm): <input type="text"/> AM <input type="button" value="..."/> Field: <input type="text"/> <input type="button" value="..."/>							
Saturday, June 13, 2015							

The opposing team will receive an auto-generated email requesting confirmation of the reschedule.

An admin from the opposing team will then need to log in and go to their game schedule; then click the **View Rescheduling** button.

GameNum	Rank	Relative Field	Game	Time Field	Home Team (League)	Away Team (League)	Flight
Saturday, June 06, 2015							
746618	1	2	A1 vs A2	Self Schedule - 3	Strikers SD05-012B10-0102 (Demo Test)	Sharp Shooters SD05-014G10-0137 (Demo Test)	Girls Under 10 Bracket <i>last modified at: Jun 5 2015 12:03PM by Kiledjian, Kimberly</i>
<input type="button" value="Print Roster"/>		Reschedule in progress.			<input type="button" value="View Rescheduling"/>		
Re-Assign Game: <input type="checkbox"/> Email / SMS Date: <input type="text"/> <input type="button" value="..."/> Starting Time(hh:mm): <input type="text"/> AM <input type="button" value="..."/> Field: <input type="text"/> <input type="button" value="..."/>							

The Opposing Team will have 2 options: **Accept Request** –locking in the date, time, and field or **Send Alternate Request** –offering up an alternative date, or time, or field. This will be a rare occasion that may result in a forfeit for your team if your field assignor is not looped in.

Game Reschedule			
Current Game Information			
Game #:	746618	Type:	Bracket
Flight:	Girls Under 10	Desc:	A1 vs A2
Home:	Strikers	Away:	Sharp Shooters
Original Schedule			
Date:	6/6/2015	Time:	07:00 AM
Venue:	Self Schedule	Field No:	3
Requested Schedule Change by Nicoli Tested, For Strikers(6/5/2015 12:18 PM)			
Date:	8/8/2015	Time:	09:00 AM
Venue:	Archbold	Field No:	1
Reason:	Other		
Comments:	ss		
<input type="button" value="Accept Request"/> <input type="button" value="Send Alternate Request"/> <input type="button" value="Close"/>			

If an alternate date, time, or field are suggested the original team will receive an email requiring the original team to log in and confirm. To confirm click the **Accept Request** button.

Game Reschedule			
Current Game Information			
Game #:	746618	Type:	Bracket
Flight:	Girls Under 10	Desc:	A1 vs A2
Home:	Strikers	Away:	Sharp Shooters
Original Schedule			
Date:	6/6/2015	Time:	07:00 AM
Venue:	Self Schedule	Field No:	3
Requested Schedule Change by Nicoli Tested, For Strikers(6/5/2015 12:18 PM)			
Date:	8/8/2015	Time:	09:00 AM
Venue:	Archbold	Field No:	1
Reason:	Other		
Comments:	ss		
Alternate Requested Reschedule			
Date:	6/6/2015	Time:	07:00 AM
Venue:	Self Schedule	Field No:	1
Reason:	Self Schedule		
Comments:	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>		
<input type="button" value="Send Request"/> <input type="button" value="Cancel"/>			

Once all members have agreed you will see a confirmation as seen in red below.

Game Reschedule			
You have accepted the Reschedule Request. The schedule of this game has been changed.			
Current Game Information			
Game #:	746618	Type:	Bracket
Flight:	Girls Under 10	Desc:	A1 vs A2
Home:	Strikers	Away:	Sharp Shooters
Original Schedule			
Date:	6/6/2015	Time:	07:00 AM
Venue:	Self Schedule	Field No:	3
Requested Schedule Change by Nicoli Tested, For Strikers(6/5/2015 12:18 PM)			
Date:	8/8/2015	Time:	09:00 AM
Venue:	Archbold	Field No:	1

4.3. Reschedules for “Acts of God” events

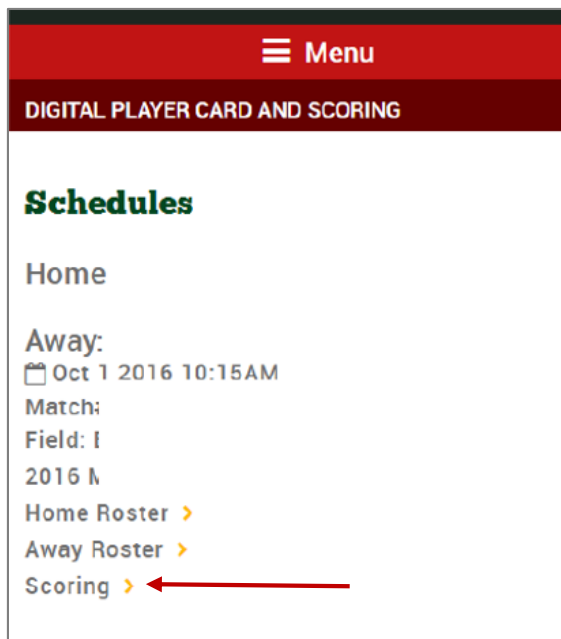
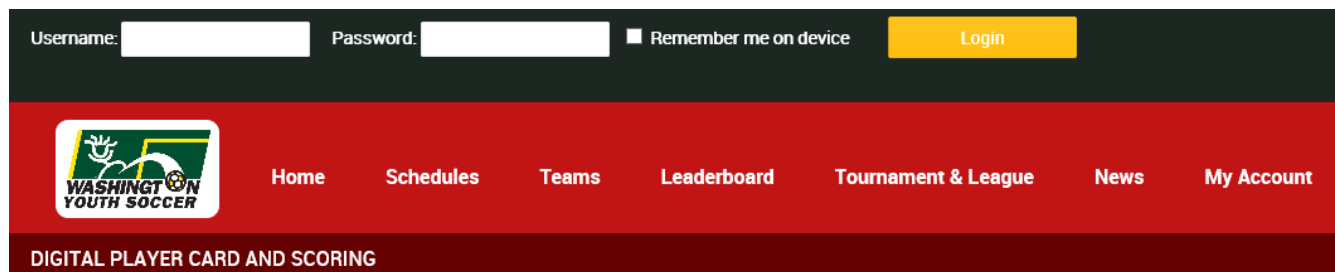
Once the final schedule has been locked down. The only reschedule option is for Acts of God.

Game Scoring

5.1. Score Game from Mobile Device

Click the following link to access the portal: <http://wys.affinitysoccer.com/m/pass/index.aspx>.

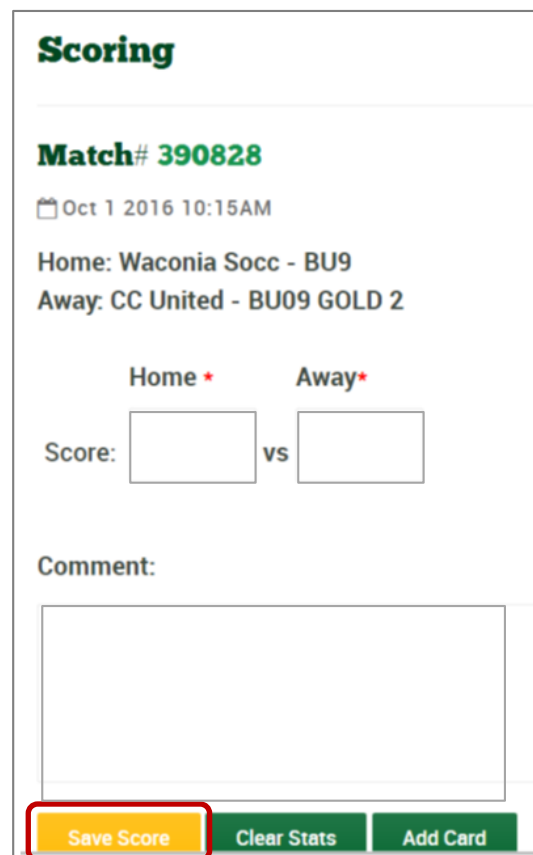
Enter your username and password and click the **Login** button.



Only games you are assigned to will be shown; Click the **Scoring** link.

Enter the home and away team scores, as well as any game comments (if applicable).

When complete, click the **Save Score** button.



5.2. Score Game from Desktop

From your My Account dashboard, select the **Tournament & Schedule Apps.** tab through the **Teams** tab. Click the **Schedules/Game Scoring** link.

The screenshot shows a navigation menu with tabs: Personal Info, Applications, Details, Certificates, **Teams**, Events, and Referee Schedules. Under the 'Teams' tab, 'Tournament & Schedule Apps.' is selected, indicated by a red arrow. Below this is a table with the following data:

Team (and Team ID)	Tournament / Schedule	Status	Submitted On	View
Royal Pains 00001-0011G14-0186	Demo Tournament	Final		View Tourn. App. Schedules/Game Scoring
Royal Pains 00001-0011G14-0186	Demo Tournament	Final	12-14-2016	View Tourn. App. Schedules/Game Scoring

Click the empty **Score** box.

Bracket - Saturday, August 08, 2015

Game#	Group	Home Team	Score	vs.	Away Team	Score	Referee Performance
746618 Print Roster	A1 vs A2	Strikers			Sharp Shooters		Rate

The **Game Stat Entry** form will pop open (make sure any pop-up blockers are disabled)

Enter in desired stats for your game, Click the **Save Stats & Comment** button, when complete.

Instructions:
The required fields are Team Colors and Team Scores. Team Colors cannot match.
In Goals/Cautions/Ejections section, Please select from the drop down to add goals, ejections, or cautions for a selected Admin or player.
Note: player numbers must match those that are in the roster. Click on the Team Name to add Jerseys.

- DR - CAUTION - Delay Restart
- DT - CAUTION - Dissent
- E - CAUTION - Enter field Improperly
- FRD - CAUTION - Falls to Respect Distance
- L - CAUTION - Leave field Improperly
- PI - CAUTION - Persistently Infringing Laws of the Game
- UB - CAUTION - Unsporting Behavior
- 2CT - EJECTION - Second Caution
- 2S - EJECTION - Admin Two Suspensions
- AL - EJECTION - Abusive / Offense Language
- DGF - EJECTION - Denies Goal scoring opportunity by Impeding Foul
- DGH - EJECTION - Denies Goal scoring opportunity Handling
- IRB - EJECTION - Irresponsible Behaviour
- S - EJECTION - Spitting
- SFP - EJECTION - Serious Foul Play
- VC - EJECTION - Violent Conduct

1 or more referees can be assigned to a game. To add referees simply scroll through the names on the "Available Referees" list and click "Add/Remove" to add/Remove the referee to this game. If the referee is not already in the system, you can add him/her by clicking "Create New Referee".

Game Stat Entry

Game Number: 746620 Date: 6/13/2015 Time: 07:00 AM Field: 3

Home: Demo Test - BU10 Visitor: Strikers

Colors: None None Colors: None None

Score: Score:

Special Code: Special Code:

Goals/Cautions/Ejections

Goals/Cautions/Ejections		Goals/Cautions/Ejections	
Item Type	Reason	Item Type	Reason
<input type="text" value="--"/>	<input type="text" value="--"/>	<input type="text" value="--"/>	<input type="text" value="--"/>
<input type="button" value="Add"/>	<input type="button" value="Remove"/>	<input type="button" value="Add"/>	<input type="button" value="Remove"/>

Referees Assignment (click name to rate referee performance)

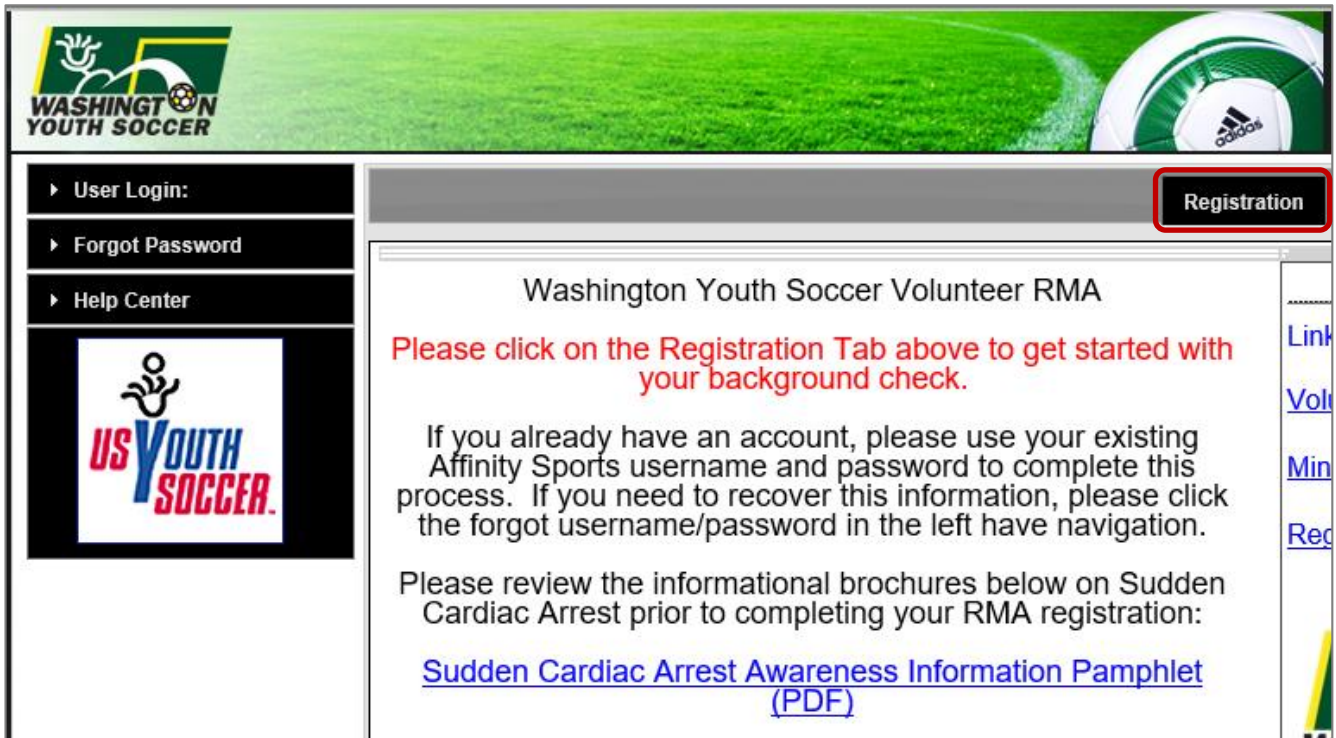
Center Referees	Assistant Referees	Club Linesman

Supplemental Incident Report / Game Comments

Add Comment (Max 7000 chars per comment):

Background Check Instructions

Click the following link to access the background check portal: <http://wys-bgc.affinitysoccer.com>. Click on the black **Registration** Tab to begin.



Log in with your Affinity Sports username and password. **Please Note:** This is the same log-in regardless of team, league, etc. If you are new to WA Youth Soccer you will **create a new account**.

<p>Select registration type(s) ⓘ</p> <p>Select a season: *</p> <p>Fall 2017-2018 ▾</p> <p>Select registration type(s): *</p> <p><input checked="" type="checkbox"/> RMA Registration</p> <p>* are required fields</p>	<p>Returning users, please login. ⓘ</p> <p><i>Remember to select a season & registration type before logging in!</i></p> <p>Enter Username*</p> <p>Username</p> <p>Enter Password*</p> <p>Password</p> <p>Forgot Username or Password?</p> <p>Login</p> <p>Don't have an Account?</p> <p>Create New Account</p>
---	---

You will see yourself and any family members associated with your account. Be sure YOUR legal name appears in the **Account Primary Contact** location. If your name is not listed in the **Account Primary Contact** box, click on **Switch Primary**. Click **Continue**.

Click **Register as Coach/Admin**.

Register Only Members Who Participate This Season (Fall 2016-2017)				
Name	ID Num	DOB	Relationship	Registration
King Triton	45297-125487	05/05/1965	Father	Register as Coach/Admin

In the **Play Level** drop down menu, select **Background Check**. Ensure all your information is correct and fill in any missing required information (shown with red asterisks).

King Triton

Select Play Level

Play Level*

Background Check ▼

Personal Information

First Name*	Initial	Last Name*	Suffix
King		Triton	▼

Gender* Birthdate*

Male ▼ May ▼ 05 ▼ 1965 ▼



Click here to show photo or certification upload

Club Detail Additional Information

Please select your club below: SID is for Affinity internal use Only*

----- ▼

Please select any additional club affiliation: SID for Affinity internal use

----- ▼

Save & Register Another

Save & Next Page

Cancel

Address Information

Address Line1*

88 Under the Sea

Address Line2

City* State/Province* Zip/Postal Code*

Atlantis MN ▼ 98798

Home Phone** Cell Phone**

9879879877

Work Phone** Fax

Email Address*

underthesea@ocean.com

Next, select your club from the drop down.

If you are associated with more than one club, or you are a referee you must select them in the subsequent drop down boxes.

Click **Save & Next Page**.

ELA – Electronic Legal Agreement – When signed electronically are time and date stamped in our system.

All electronic legal agreements (ELA's) must be accepted to continue. Click the **I Accept** box next to each one. Click **Agree & Continue**.

Accept ELA

1 of 3 Authorization

I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by The Minnesota Youth Soccer Association, "The McDowell Agency, Inc." at any time after receipt of this authorization and throughout my employment and volunteer service, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, local, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance The Minnesota Youth Soccer Association to furnish any and all background information requested by The McDowell Agency, Inc., another outside organization acting on behalf of The Minnesota Youth Soccer Association, and/or The Minnesota Youth Soccer Association itself. I understand that by agreeing below, that I am signing the Authorization form directing the background check as described in the disclosure.

I Accept

2 of 3 Certification

I certify that all statements made on this application are true and that I have not knowingly withheld any fact or circumstance.

I authorize the investigation of all statements contained in this application and the further investigation of any information required to determine my qualifications for the positions for which I am applying.

I authorize former employers, schools and other references to release any information required to determine my qualifications for the positions for which I am applying and hereby release all information. I waive any right to receive any written notice from this organization or former employers that such information has been released.

I fully understand that misrepresentation or omission of facts or circumstances will be sufficient for the cancellation of my consideration for employment or cause for dismissal if I have been employed.

I Accept

I understand and agree that any offer of employment is a conditional offer and that a conditional offeree is not an employee unless and until a conditional offer of employment is confirmed. I further understand and agree that if I am made a conditional offer of employment

3 of 3 Disclosure

The Minnesota Youth Soccer Association may obtain information about you for employment or volunteer purposes from a third party consumer reporting agency. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), education or employment history, or other background checks. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you, and disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by The McDowell Agency, Inc. at, or another outside organization. The scope of this notice and authorization is all-encompassing; however, allowing the Company to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. You should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

I Accept

Your First Name* Your Last Name*

King Triton

<< Back
Print
Agree & Continue >>

Add Family Member >>
Create Registration >>
Accept ELA >>
Make Payment >>
Print Form

Print Form

In order to process your background check your Social Security must be provided. Please click the **Submit Background Check** button below to submit your Social Security number for processing. Your Risk Management application will not be considered complete until this step is completed.

Submit Background Check

Print Receipts & Forms

Click **Submit Background Check**. The next screen will require your Social Security Number (SSN) -- Please be sure to have this information available.

Enter your Social Security Number and click **Submit BGC**.

Background Checking

Please make sure the person you submit to background check has correct name, DOB.
The background check company will charge for every submit even if the name or DOB is incorrect.

Please only submit one time, your order status will be pending.

Person to be checked:

Last Name	First Name	Middle Name	DOB	Driver License	BGC Account:
Triton	King		05/05/1965	A777b588 MN	MNMCDDL / jc7ht3fshg

88 Under the Sea Atlantis MN 98798
email:underthesea@ocean.com Club: Background Check

Enter admin's SSN: * Required

Background Checking Results

Detail	Product	Who Submitted	Date Submitted	OrderID

Once complete you will receive a message in RED that reads *Background Checking is completed*. Please Note: Background Checks take 1-10 days to process depending on volume submitted.

Your status will show as "Pending" until the results are returned:

Background Checking is completed. Risk Status is also Updated.

Background Checking Results

Detail	Product	Who Submitted	Date Submitted	OrderID
<div style="border: 2px solid black; padding: 2px; display: inline-block;"> <p style="color: red; font-weight: bold; margin: 0;">Status: PENDING</p> <p style="margin: 0;">Receipt: L0025651951</p> </div>		King Triton	10/17/2016	DF28FFFC-751F-4A1C-ADA6-386906FF00CB

To view the status of your background check, select the **Applications** tab, in your My Account screen.

King Triton

View Details

- Update Photo -
- Print Documents -
- View Payments -

Attina Triton

View Details

- Update Photo -
- Print Documents -
- View Payments -

Aquata Triton

View Details

- Update Photo -
- Print Documents -
- View Payments -

Arista Triton

View Details

- Update Photo -
- Print Documents -
- View Payments -

Adella Triton

View Details

- Update Photo -
- Print Documents -
- View Payments -

Personal Info
Applications
Details
Certificates
Teams
Events
Referee Schedules

Admin

Season	Organization	Risk Status	Expire Date	Team Options	Print
Fall 2016-2017	Background Check	Submitted	10/17/2018	N/A	Legal Agreement

Questions? Contact Our Support Team (888) 213-3999

Page 24